

28 June 1983

## MEMORANDUM

From: EAA Store Manager  
 To: Chief, Benefits and Services Division  
 Thru: Deputy Chief, BSD

Subj: Merchandise

1. The following merchandise was damaged or broken by customers, is not saleable and cannot be returned to the Vendors. It is requested that these items be deducted from purchases and declared a loss.

Number	Item	Vendor	Cost
1	watch band	Sobel Bros.	\$ 3.45
1	watch band	Sobel Bros.	5.43
1	Umbrella	Bob Enten Assoc.	6.61
1	Light bulb	Zamoiski	1.00
1	Telephone	Zamoiski	12.15
1	Pan	Nordic Ware	6.31
2	Silk flowers	Floral Design	5.55 ea.
1	Pepper grinder	Mr. Dudley	2.52
2	Port-a-dolly	MLD Inc.	7.50 ea.
6	Flashlight bulbs	Batteries Inc.	.38 ea.

2. Merchandise totals = \$65.85.

3. The following merchandise was removed from stock and used as Store supplies. These will be charged to Office Supplies:

2 bottles Windex purchased from Frederick Trading costing \$1.17 each and 1 roll tape costing .79.

4. Request permission to write-off above items.



APPROVED:



6/28/83

DISAPPROVED:

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